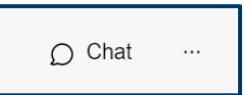


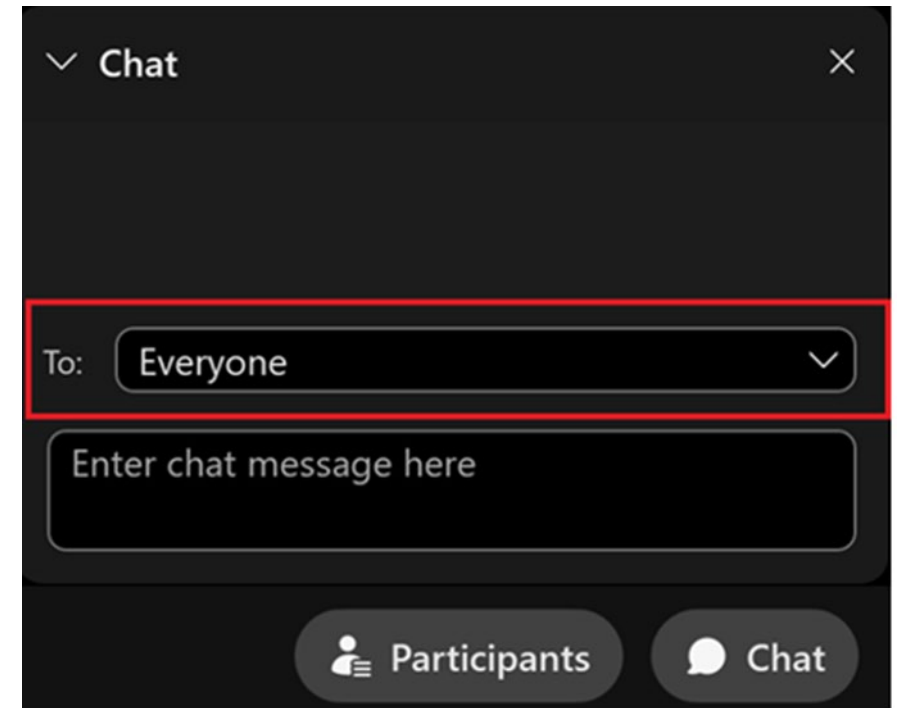


Licensed Assisted Living Director: Licensing & Practice Requirements In MN

April 19, 2023

How to Ask a Question

- **Participants are muted.**
- **To ask a question** Click on the chat bubble  to open the chat, select Everyone, and ask a question. Please note that questions sent to panelists directly will not be answered as individual chat boxes are not monitored.
- **We will answer** as many questions as we can at the end of the presentation.
- **Please be respectful.**



- Welcome Daphne Ponds
- LALD License & Practice Requirements Steve Job
Rebecca Bollig
- LALD & the Survey Process Amy Hyers
- Questions



Board of Executives for Long Term Services and Supports

Steve Jobe | LNHA and LALD, Executive Director
Rebecca Bollig | LHSE, Director of Assisted Living and Education



Role of BELTSS

BELTSS is Comprised of 12 Board Members

Two designees by the commissioners of health (1) and human services (1) and ten members appointed by the Governor:

- Licensed Nursing Home Administrator (1)
- Licensed Assisted Living Director (1)
- LNHA or HSE (2)
 - ownership proprietary nursing home or assisted living
 - ownership non-profit nursing home or assisted living
- Physician (1)
- Public member non-health related license holders (3)
- Nurses (2)
 - Nurse practicing in a nursing home
 - Nurse practicing in an assisted living



Minn. Stat. 144A.20 Subd. 1, 3

Subdivision 1. **Criteria.**

The Board of Executives for Long Term Services and Supports may issue licenses to qualified persons as nursing home administrators or assisted living directors, and shall establish qualification criteria for nursing home administrators and assisted living directors.

Subd. 3. **Nursing home administrator qualifications.**

The Board of Executives for Long Term Services and Supports may issue licenses to qualified persons as a nursing home administrator and shall approve training and examinations. No license shall be issued to a person as a nursing home administrator unless that person:

- (1) is at least 21 years of age and otherwise suitably qualified;
- (2) has satisfactorily met standards set by the Board of Executives for Long Term Services and Supports. The standards shall be designed to assure that nursing home administrators are individuals who, by training or experience, are qualified to serve as nursing home administrators; and
- (3) has passed an examination approved by the board and designed to test for competence in the subject matters referred to in clause (2), or has been approved by the Board of Executives for Long Term Services and Supports through the development and application of other appropriate techniques.

Minn. Stat. 144A.20 Subd. 4 (a) (b)

Subd. 4. **Assisted living director qualifications; ongoing training.**

(a) The Board of Executives for Long Term Services and Supports may issue licenses to qualified persons as an assisted living director and shall approve training and examinations. No license shall be issued to a person as an assisted living director unless that person:

- (1) is eligible for licensure;
- (2) has applied for licensure under this subdivision within six months of hire; and
- (3) has satisfactorily met standards set by the board or is scheduled to complete the training in paragraph (b) within one year of hire. The standards shall be designed to assure that assisted living directors are individuals who, by training or experience, are qualified to serve as assisted living directors.

(b) In order to be qualified to serve as an assisted living director, an individual must:

- (1) have completed an approved training course and passed an examination approved by the board that is designed to test for competence and that includes assisted living facility laws in Minnesota;
- (2)(i) currently be licensed as a nursing home administrator or have been validated as a qualified health services executive by the National Association of Long Term Care Administrator Boards; and
- (ii) have core knowledge of assisted living facility laws;

Minn. Stat. 144A.20 Subd. 4 (c)

(c) An assisted living director must receive at least 30 hours of training every two years on topics relevant to the operation of an assisted living facility and the needs of its residents. An assisted living director must maintain records of the training required by this paragraph for at least the most recent three-year period and must provide these records to Department of Health surveyors upon request. Continuing education earned to maintain another professional license, such as a nursing home administrator license, nursing license, social worker license, mental health professional license, or real estate license, may be used to satisfy this requirement when the continuing education is relevant to the assisted living services offered and residents served at the assisted living facility.

Minn. Stat. 144A.24 Duties of the Board

- 1) Develop and enforce standards for licensing of nursing home administrators and assisted living directors. The standards shall be designed to assure that nursing home administrators and assisted living directors will be individuals of good character who, by training or experience, are suitably qualified to serve as nursing home administrators or assisted living directors;
- 2) Develop appropriate techniques, including examinations and investigations, for determining whether applicants and licensees meet the board's standards;
- 3) Issue licenses and permits to those individuals who are found to meet the board's standards;
- 4) Establish and implement procedures designed to assure that individuals licensed as nursing home administrators and assisted living directors will comply with the board's standards;
- 5) Receive and investigate complaints and take appropriate action consistent with chapter 214, to revoke or suspend the license or permit of a nursing home administrator or acting administrator or an assisted living director or acting director who fails to comply with sections [144A.18](#) to [144A.27](#) or the board's standards;
- 6) Conduct a continuing study and investigation of nursing homes and assisted living facilities, and the administrators of nursing homes and assisted living directors within the state, with a view to the improvement of the standards imposed for the licensing of administrators and directors and improvement of the procedures and methods used for enforcement of the board's standards

Minnesota Administrative Rules 6400

6400.5000 – 6400.6900:

License Nursing Home Administrators (LNHA)

Licensed Health Services Executive (LHSE)

Temporary Acting Permits (TP)

Shared Administrators or Health Services Executives (SN-LNHA/LHSE)

6400.6950 – 6400.7095:

License Assisted Living Directors (LALD)

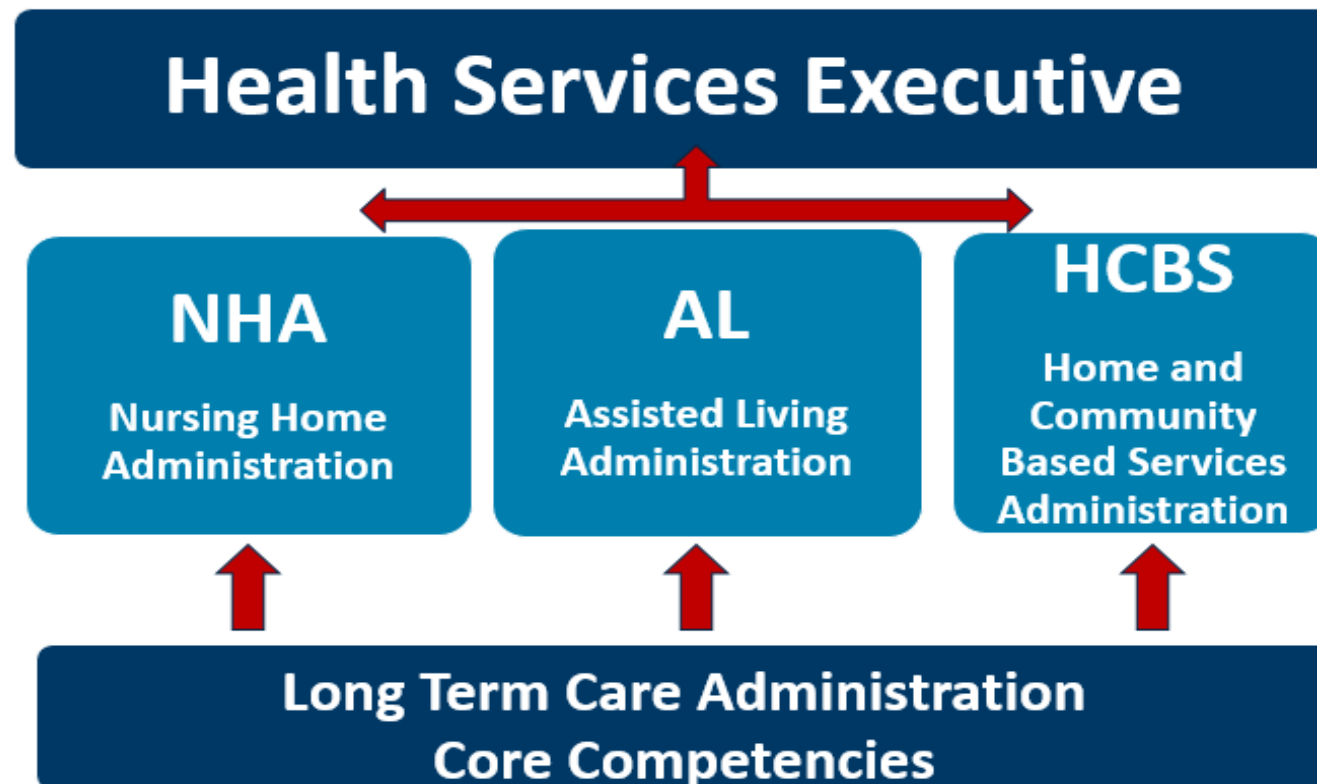
Residency Permit Directors (RP - ALDIR)

Shared Directors (SA - ALD)

Shared Residency Directors (SP - ALDIR)

A New Vision for the Profession

Core + Specialized Competencies = **Licensed Health Service Executive (LHSE)**



[BELTSS website \(https://mn.gov/boards/nursing-home\)](https://mn.gov/boards/nursing-home)

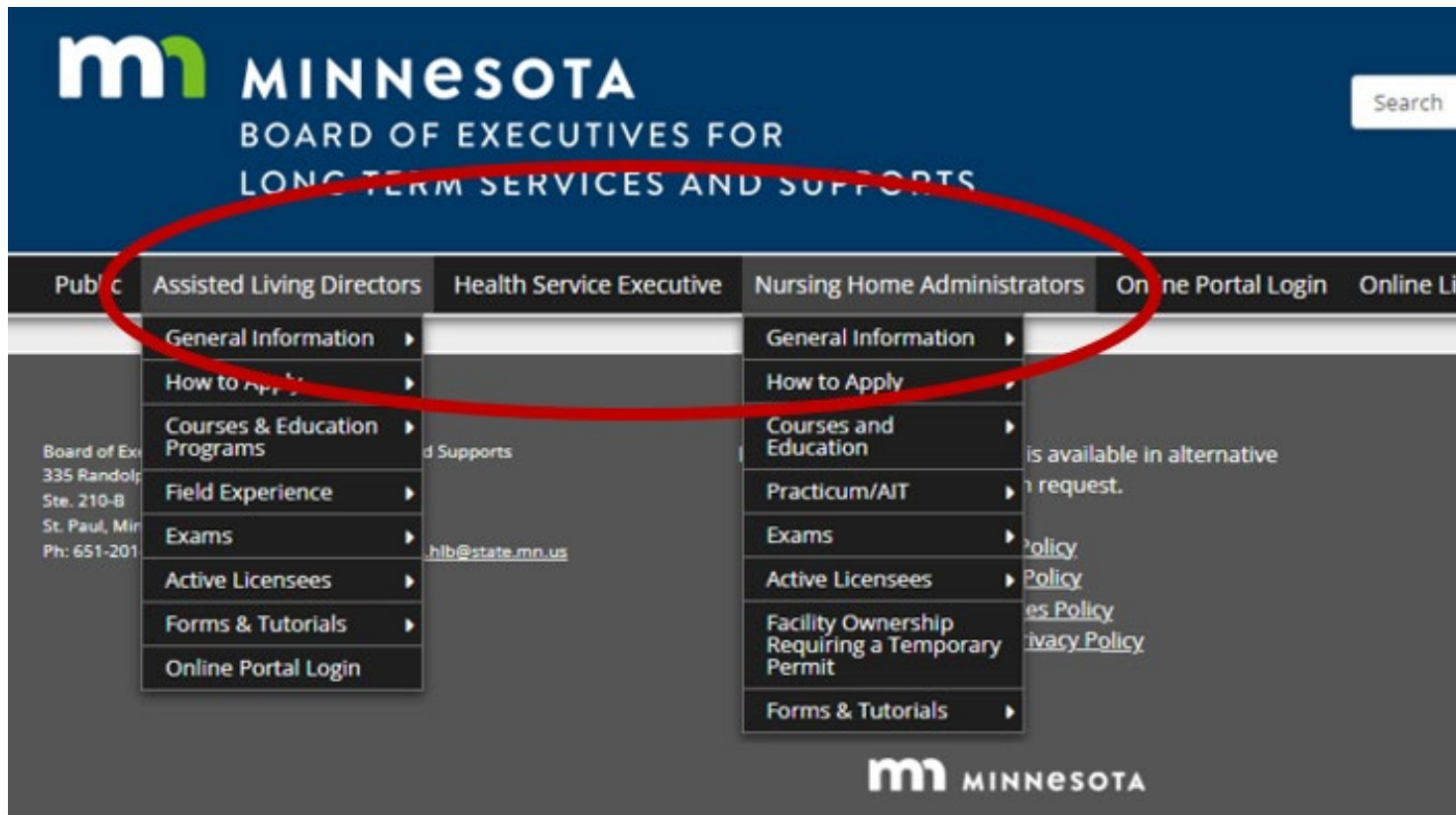
NEW website coming May 1, 2023!!!

ALD/NHA Dropdowns

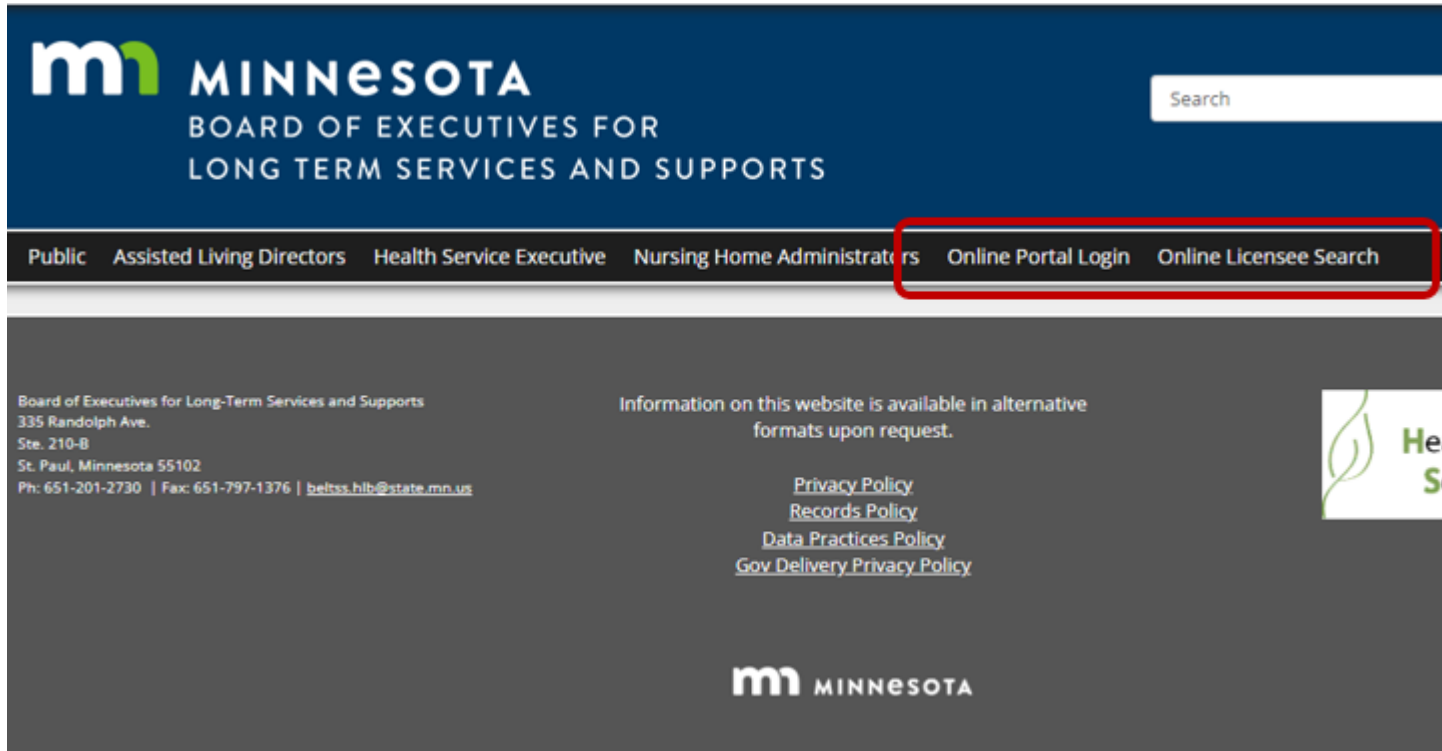
Remember

License renewal for Health Services Executive (HSE) and Nursing Home Administrators (NHA) will start May 1 of 2023.

Remember to complete your continuing education to be ready to renew.



Online Portal Login/Online Licensee Search



Online Portal Login:

For Applicants and current Licensees

Online Licensee Search:

(Licensee lookup by Name, License Number, City, County)
Indicates Facility Name and Date of Employment for Director and/or Administrator of Record

Online Portal – Used for Applications & Licensure Updates

m Board of Examiners for Nursing Home Administrators

Validation Messages ² Login Online Services Help

Notifications:

- Notice: All users must 'Register to Access Site'.

Login

Username

Password

Login

[Register to Access Site](#)

[Forgot Username/Password](#)

Licensure

- Submit an Application for Licensure
- Request a License Verification
- Request a Duplicate License Card

Public

- Search for a Licensee

BELTSS Portal Support

- BELTSS Account Technical Assistance
- Available Online Services

Board Information

- Laws & Regulations

Online Portal - Profile View

Add: Click on the blue plus sign (+)

Modify: Click on the blue pencil icon

Director of Record: Add Start and End Dates

License (NHA) Profile View

Name: Randy D. Snyder
Birth Date: [Redacted]
Email Address: randy.snyder@state.mn.us
Website: No Website on Record

Phone Numbers

Type	Number	Public	Primary
Business	[Redacted]	✓	✓
Home	[Redacted]		
Mobile	[Redacted]		
FAX	[Redacted]		

Administrator of Record

Facility	City	Start Date	End Date
St. John Lutheran Home, Springfield	Springfield, MN	12/13/1982	10/01/1995
Minnesota Veterans Home-Hastings	Hastings, MN	07/02/2000	11/07/2000
Cerenity Care Center Marian	St. Paul, MN	10/02/1995	03/31/2000

Director of Record

Facility	City	Start Date	End Date
No entries. Click (+) to add.			

Online Licensee Search

The screenshot shows a user profile for Randy D. Snyder, born in 1958, with an HSE, NHA license. It lists two active licenses: Nursing Home Admin (#1724) and Health Service Executive (#1004). It also shows a table of organizations where he served as Administrator of Record.

Licensee

First Name: Randy, Last Name: Snyder, Gender: Male, Birth Year: 1958

Licenses

License Type	Issue Date	License Number	Expire Date
NHA Active	8/01/1981	#1724	6/30/2021
HSE Active	2/02/2021	#1004	6/30/2021

Administrator of Record

Organization	City	Start Date	End Date
Minnesota Veterans Home-Hastings	Hastings, MN	07/02/2000	11/07/2000
Cerenity Care Center Marian	St. Paul, MN	10/02/1995	03/31/2000
St. John Lutheran Home, Springfield	Springfield, MN	12/13/1982	10/01/1995

Director of Record

Organization	City	Start Date	End Date
--------------	------	------------	----------

Public Actions

No items to display

[Find a Licensee \(https://nha.hlb.state.mn.us/#/services/onlineEntitySearch\)](https://nha.hlb.state.mn.us/#/services/onlineEntitySearch)

Search by:

- Name
- License #
- City
- County



New Applicants

ALD – New Applicants



- Residency Permits
- Coursework
- Field Experience
- Examinations

BELTSS Website – ALD Information

The screenshot shows the website for the Minnesota Board of Executives for Long Term Services and Supports (BELTSS). The header features the Minnesota logo and the text "MINNESOTA BOARD OF EXECUTIVES FOR LONG TERM SERVICES AND SUPPORTS". A search bar is located in the top right corner. Below the header is a navigation menu with links for "Public", "Assisted Living Directors", "Health Service Executive", "Nursing Home Administrators", "Online Portal Login", and "Online Licensee Search". The breadcrumb trail reads "Home > Assisted Living Directors > How to Apply". The main content area is titled "Applying to be an Assisted Living Director" and includes three sub-sections: "Application Process", "Application Types", and "Criminal Background Check". A left-hand sidebar menu lists various topics under "Assisted Living Directors", with "How to Apply" currently selected.

m MINNESOTA
BOARD OF EXECUTIVES FOR
LONG TERM SERVICES AND SUPPORTS

State of Minnesota

Search

Public Assisted Living Directors Health Service Executive Nursing Home Administrators Online Portal Login Online Licensee Search

Home > Assisted Living Directors > How to Apply

Assisted Living Directors

- General Information
- > How to Apply**
- Application Process
- Applicant Types
- Criminal Background Check
- Courses & Education Programs
- Field Experience
- Exams
- Active Licensees
- Forms & Tutorials
- Online Portal Login

Applying to be an Assisted Living Director

Application Process

BELTSS utilizes an online service called the "BELTSS Online Portal" to manage individuals contact information, applications, and licenses.

Application Types

There are four application types - Education, Endorsement, NHA Approved Program, ALD In Residence.

Criminal Background Check

All applicants must undergo a criminal background check.

ALD Application Types

ALD Education: No other licenses, no current position as an ALD, wants to become licensed for a future career as an ALD.

Endorsement: Transferring from another state that has Residential Care Assisted Living Administrators – have taken CORE/RCAL exams.

MN NHA Approved: Nursing Home Administrator license or will have with successful completion of exam. Already meets qualification.

Assisted Living Director In Residence (ALDIR): Has been hired as an Assisted Living Director – allows applicant to apply for a Residency Permit* for up to one year.

***Residency Permit Application** is a separate process after applying as an ALDIR.

****Shared Secondary Permit:** Allows oversight of more than one location with common ownership/management. Other criteria applies.

General Application Requirements

Applicants will receive an **acknowledgement email** from rebecca.bollig@state.mn.us

- ✓ **Minimum Education Requirements and Work Experience:**
 - High School diploma = 2 years in the continuum of long term services, including one year in a supervisory/managerial position
 - Associates Degree = 1 year in the continuum of long term services, including 6 months in a supervisory/managerial position
 - Bachelors Degree and higher = 6 months in a supervisory/managerial position
- ✓ **Criminal Background Check:** Email will come from criminal.background.check@state.mn.us with instructions for fingerprint cards and background study. Must be done ASAP. Allow 30-45 days to complete. Must be done prior to Residency Permit being issued.
- ✓ **Coursework:** Information on the three programs included. Official transcripts will be sent by program upon completion.
- ✓ **Field Experience:** Minimum of 320 hours, maximum of 1,000 hours (based on self-assessment). Will be marked complete when done.
- ✓ **State Exam Application:** ALD Exam or Hybrid for NHA/ALD dual licensees.
- ✓ **National Examination Instructions:** CORE and RCAL examinations.

BELTSS Website – ALD Program Courses

Public [Assisted Living Directors](#) [Health Service Executive](#) [Nursing Home Administrators](#) [Online Portal Login](#) [Online Licensee Search](#)

[Home](#) > [Assisted Living Directors](#) > [Courses & Education Programs](#)

Assisted Living Directors

- General Information
- How to Apply
- Courses & Education Programs**
- ALD Program Courses
- Official Transcript Request
- Field Experience
- Exams
- Active Licensees
- Forms & Tutorials
- Online Portal Login

Courses and Education Programs

[Assisted Living Program Courses](#)

An applicant must complete a course of study with a minimum of 80 hours in core subjects necessary to perform the duties of an assisted living director and a course of study with a minimum of 40 hours in subjects necessary to perform the duties of an assisted living director in Minnesota.

[Official Transcript Request](#)

Instructions for requesting transcripts from accredited colleges, universities, and high schools, both nationally and internationally.

BELTSS Website – National & State Exams

Assisted Living Directors

- General Information
- How to Apply
- Courses & Education Programs
- Field Experience
- ▶ Exams
 - National Exams
 - State Exams
 - Exam by License Type
- Active Licensees
- Forms & Tutorials
- Online Portal Login

Exams


National Exam

NAB Core and RCAL, apply for exams, and study materials.

State Exams

State ALD, how to apply, resources and study materials.

BELTSS Website – Field Experience



Assisted Living Directors

- General Information
- How to Apply
- Courses & Education Programs
- Field Experience**
- Mentor Requirements
- Self-Assessment and Toolkit
- Exams
- Active Licensees
- Forms & Tutorials
- Online Portal Login

Field Experience

An applicant for licensure as an assisted living director must complete a field experience/practicum. The field experience must provide practical learning experience to complement ongoing core training and work, or volunteer experience in assisted living, long-term services and supports, general health care, and management.

The board uses the National Administrator in Training Program Manual, also referred to as the toolkit to guide both the Mentor and the Mentee/ALDIR through the field experience/practicum.

The field experience must be conducted within an assisted living facility or facilities and under the direction a Mentor. The Mentor must be licensed as Assisted Living Director (LALD) or Health Services Executive (LHSE).

Duration of the field experience will be determined by the self-assessment and the mentor, with 480 hours recommended but a minimum of 320 hours required, and a maximum of 1,000 hours allowed with the focus on topics identified in the self-assessment.

At the end of the field experience, the Mentor will complete a evaluation on the Mentee/ALDIR. It is strongly recommended, Mentee/ALDIR complete the field experience prior to completing the examinations. Completion of the field experience and mentor evaluation is required before a license is issued.

[Mentor](#)

[Self-Assessment and Toolkit](#)

ALD Course Requirements

Core = 80 hours

- ✓ Customer Care, Services, and Supports
- ✓ Operations/Human Resources and Finance
- ✓ Environment and Quality
- ✓ Leadership and Strategy

Minnesota = 40 hours

- ✓ MN Assisted Living Laws and Rules
- ✓ Person-Centered Practices, resident rights
- ✓ VA Protections
- ✓ Landlord/Tenant Law, Fair Housing, etc.
- ✓ medication management, nutrition

BELTSS APPROVED COURSE PROVIDERS:

Care Providers of Minnesota | LeadingAge of Minnesota | University of Minnesota

An Official transcript will come directly from the Education Provider

Field Experience/Practicum/Internship

Online tutorial videos are available for both Mentor and Mentee

Field Experience Steps (Mentee and Mentor Responsibility):

- 1) Mentee completes the self assessment to determine suggested hours
- 2) Meet with mentor begin development of plan – plan tasks/activities
- 3) When completed – mentor completes evaluation form

Mentor Resources:

- NAB Mentor [NAB Preceptor Training Modules Course](https://www.nabweb.org/seeking-licensure/preceptor-information/preceptor-training-modules)
(<https://www.nabweb.org/seeking-licensure/preceptor-information/preceptor-training-modules>) -
\$15 fee for four course module with 4 CE Clock hours available
- [Mentor Evaluation of ALD/ALDIR Mentee](https://forms.gle/tX9Sv3rDAHgcopiF9) (<https://forms.gle/tX9Sv3rDAHgcopiF9>)
- [ALD Mentoring Interest Form](https://forms.gle/WzkbFsYacLGQp9DN7) (<https://forms.gle/WzkbFsYacLGQp9DN7>)

Self Assessment

- Min of 320 Hours
- Max of 1000 Hours
- New Form

Domain 1: Care, Services, and Supports			
Subdomain	Exam Content Outline Items	Self Perception	
1A1	Medical and Nursing Care Practices. Knowledge/Understanding of general medical terminology and standards of practice and guidance for nursing as relates to long-term care.	Choose one...	0
1A2	Medication Management and Administration. Knowledge/Understanding of common LTC medications, requirements/limitations, interactions, record keeping, storage requirements, etc.	Choose one...	0
1A3	Disease Management (e.g., acute vs. chronic conditions). Knowledge of care practices, interventions, complications, prevention efforts, etc.	Choose one...	0
1A4	Nutrition and Hydration (e.g., specialized diets). Knowledge of the value of food and drink in maintaining health and well-being.	Choose one...	0
1A5	Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs). Knowledge of daily self-care activities including feeding ourselves, bathing, dressing, grooming, work, homemaking, hygiene, leisure, hobbies. Includes knowledge of adaptive equipment and devices used to enhance and increase independence in performing these activities. Refers to some of the most basic functions of living.	Choose one...	0
1A6	Rehabilitation and Restorative Programs. Knowledge of the proper roles of therapists (occupational, physical, speech...) and nursing staff.	2 - My knowledge or skill level is about average in this area	2
1A7	Care Recipient Assessment and Interdisciplinary Care Planning. Knowledge of the process and participants in the care planning processes and required timelines.	1 - I believe that my knowledge or skill level is deficient here	1
1A8	Clinical and Medical Records and Documentation Requirements (e.g., storage, retention, destruction). Knowledge of the process, participants and required timelines in care planning.	Choose one...	0
1A9	Medical Director. Knowledge of the role of the medical director, requirements, policies, etc.	Choose one...	0
1A10	Emergency Medical Services (e.g., CPR, first aid, Heimlich maneuver, AED). Knowledge of EMS policies/procedures, equipment, requirements.	Choose one...	0
1A11	Transition of Care (e.g., admission, move-in, transfer, discharge, and move-out). Knowledge of the movement of a resident from one setting of care (hospital, ambulatory primary or specialty care practice, long-term care, home health, rehabilitation facility) to another. More specifically, to and from long-term care.	My knowledge or skill level is about average in this area.	0

NAB CORE (125 questions); NAB RCAL (75 questions) at testing location

[NAB Exam Info \(www.nabweb.org/exam-info\)](http://www.nabweb.org/exam-info):

- Candidate Handbook (PDF)
- Study Guide
- Exam References
- Practice Exams

MN State ALF (35 questions) taken online

Please refer to the following links for information pertaining to the ALD state exam. These resources are available during the exam.

[Supplemental ALD State Exam Bibliography \(PDF\)](#)

[Minn. Rules 6400.6095-7095 \(PDF\)](#)

[Minn. Rules 4659](#)

[Minn. Stat. 144G](#)

[Minn. Stat. 144A.19-144A.291 \(PDF\)](#)

[Minn. Stat. 626.557](#)

Other Exam Resources

- Review [ALD State Exam Bibliography \(https://mn.gov/boards/beltss/ald/exams/state/\)](https://mn.gov/boards/beltss/ald/exams/state/). Tip: Use *Control F* to search for key words in the text.
- [NAB Exam Info \(www.nabweb.org/exam-info\)](http://www.nabweb.org/exam-info)
 - Study Guides \$135
 - Exam References Seperate for CORE and RCAL
 - Practice Exams \$30-\$60
 - NAB Mentor [NAB Preceptor Training Modules Course \(https://www.nabweb.org/seeking-licensure/preceptor-information/preceptor-training-modules\)](https://www.nabweb.org/seeking-licensure/preceptor-information/preceptor-training-modules)
 - \$15 fee for four course module with 4 CE Clock hours available
 - Field experience toolkit: helpful resources in tabs 9-14
 - Educational Sessions offered to help prepare for NAB exams

Applicant Responsibilities

- Check the [BELTSS Applicant Portal \(https://nha.hlb.state.mn.us/#/login\)](https://nha.hlb.state.mn.us/#/login) for missing items. The board will NOT notify you – it is your responsibility.
- Applications are good for **18 months** – if you are not licensed, you need to reapply.
- **Residency Permits** are only good for **12 months** and cannot be extended. These require a separate application process, emailed back to BELTSS.
 - If your location changes: requires a new application and \$50 fee – contact BELTSS
 - Residency Permit Director listed with BELTSS not indicated on public license – verify
 - Shared Residency Permits require a separate application, fee, and agreement
- CBC Background checks must be valid before license is granted.
 - Only good for 12 months
 - Questions – email criminal.background.check@state.mn.us
- Keep initial application email – acknowledgement checklist, exam application, NAB instructions



Licensed Assisted Living Directors (LALDs)

Now that I am Licensed – What do I Need to Know?



- Licensee Responsibilities
- License Renewals and Process
- Late Renewals and Reinstatement
- Continuing Education and Audits
- Shared Directorship (multiple facilities)
- Standards of Practice

Licensee Responsibilities

Each licensee shall:

- comply with the laws of MN and the rules of the board and other MN state agencies regarding licensure as a nursing home administrator, health services executive or assisted living director and operation of a nursing facility in Minnesota;
- provide notice to the board within **five (5) working days of any change in mailing address or telephone**
- provide notice to the board within **five (5) working days of any change in employment**
- provide notice to the board within **five (5) working days of the occurrence** of any reprimand, restriction, limitation, condition, revocation, suspension, surrender, or other disciplinary action or the bringing of charges against any license the licensee holds
- cooperate with the board by providing data, reports, or **information requested by the board** and complying with requests to attend conferences, meetings, or hearings scheduled by the board concerning license renewal or complaint investigation and discipline
- Provide, when requested, a defined delegation of authority, in the case of assisted living director absences
- be responsible for the general administration and management and oversee day to day operations

Important Timeframes for Next License Renewals

License Issue Date	Next LALD License Renewal Due Date (Every Year)	Continuing Education (CE) Renewal Due Date (Every Two Years)	Number of CE Clock Hours at License Renewal Due Date	CE Clock Hours Should be Earned Between
Licensed ALDs with an expiration date 10/31/2023	October 31, 2023 No CE requirement	October 31, 2024 with <i>annual</i> license renewal	30 CE hours	September 1, 2022 – August 31, 2024
New ALD licenses granted between November 1, 2022 and October 31, 2023	October 31, 2023 No CE requirement	October 31, 2024 with <i>annual</i> license renewal	15 CE hours	September 1, 2022 – August 31, 2024

Licenses Renew Annually between September 1 – October 31
All licenses expire on October 31, 2023

Late Renewals and Reinstatements

- If you do not renew by October 31, 2023, your license is considered expired.
- If you are working with an expired license, you may be brought before the Standards of Practice.
- Late Renewals begin on November 1, 2023 – December 31, 2023. A late fee will be applied to your renewal.
- **There is no option for reinstatement of license.** You will need to reapply, and in some cases take the coursework, field experience and exams.
- **How to avoid being late:** Verify your email is correct. Check your email from BELTSS for updates on the renewal.

Continuing Education (CE) Clock Hours and Audit of License

- Licensees will need 30 CE Clock hours every two years.
- September 1st is a license renewal year - CE clock hours are not required when renewing license
- Next CE Clock hour renewal is September 1, 2024.
- Don't wait to earn CE Clock hours – professional license requires professional development
- CE Clock hours must be approved by NAB/NCERS – go to the [National Association of Long Term Care Administrator Boards](https://www.nabweb.org/licensed-professional/ce-database) (<https://www.nabweb.org/licensed-professional/ce-database>) for approved courses.
- BELTSS approved CE Clock hours can be found on our website



Overseeing Multiple Assisted Living Facilities

When you oversee more than one Assisted Living Facility as the LALD/Director of Record:

- 🏠 You should refer to [Minn. Rules 6400.7085](#) to be sure you meet the criteria of shared ALD license
- 🏠 No more than 5 locations
- 🏠 Within 60-mile Radius from two farthest locations
- 🏠 Same ownership and/or management (BELTSS will request a management agreement)
- 🏠 Be in good standing – facility and licensee
- 🏠 Requires a separate application, shared license agreement and fee \$125 for each additional location
- 🏠 Update Director of Record

*Residency Permit Director – requires a separate application/fee



You Earned Your License – Best Practices

A professional is a member of a profession or any person who works in a specified professional activity.

The term also describes the standards of education and training that prepare members of the profession with the particular knowledge and skills necessary to perform their specific role within that profession.



Why is Professionalism Important?

- Professionalism involves being reliable, setting your own high standards, and showing that you care about every aspect of your job and following through. It's about being industrious and organized, and holding yourself accountable for your thoughts, words and actions.
- Being a professional holds you to a higher standard. You have authority or the ability to make decisions over others or to impact their lives.
- Being a Professional in Long-Term Care Services and Supports means you have a license that can be **revoked**, **restricted**, or **not renewed** at anytime following established enforcement practices if necessary.

Administration and Management

Regardless of your community size, services or supports offered - It is about **knowing, understanding, directing and/or delegating** around these items (NOT an inclusive list);

- Resident acuity, services offered, services required and supported
- Person Centered Care and Care Management
- Move in/out, discharge planning, proper notices issued
- Service Plans, admission agreements
- QAPI, Quality Management, financial and business operations
- Resident wellness, medication management, pain management, rehab, ALD's, restraints used
- Activities and recreation
- Dementia Care: environment and safety
- Abuse and Neglect: reporting, advocacy, and transparency
- Developing as a leader, motivating your team, Strategic Planning, Risk Management, Strategic Assessment, Human Resources, supervising
- Marketing and Fair Housing Standards
- Emergency Disaster Preparedness, Physical Plant (maintain grounds and buildings), Culinary Services
- Customer Service, family & resident relationships, staff relationships

Unprofessional Conduct – Recent Issues

- Not updating your online portal when you leave a job within 5 working days
- Not being on site on a regular basis – just “hanging the license on the wall”
- Signing documents without reviewing them for accuracy (i.e. spelling of name)
- Attesting to something and then going back on it
- Presenting inaccurate information or not being honest with residents or families
- Not responding timely to letters/emails from surveyors, BELTSS, families, residents
- No getting a shared license/permit within 15 days or photocopying licenses
- Not renewing license timely
- Not completing the required Continuing Education Clock Hours or documentation required, no response to audit

When Issues Arise



- Incidents that are reported or investigated by MDH may be reported to BELTSS as well (i.e. IJ Surveys in Nursing Homes, Level 3 & 4 violations in ALFs)
- Family and Resident Complaints
- Events Happens – Singular you learn from, repeated you need to correct
- Just Culture Principle – Find the Root Cause
 1. Evaluate why it occurred
 2. What process can be approved
 3. What does the team need to avoid reoccurrence
 4. Service recovery
 5. Quality management – correction, monitoring, audits, ignoring safety issues, repeated events with no intervention or reporting

When Board Involvement Occurs

May require the LALD to respond to a complaint through formal letter or level 3/4 violation from a survey or complaint:

- Lack of follow through, corrections not being made, *and* licensee responsibilities are not occurring.

Questions we may seek a response on:

- Inform the Board when you first became aware of the situation, and how you protected the resident?
- Describe what your administrative assessment and response to the identified events and the system changes and strategic initiatives you established or have planned as a result of this assessment?
 - Level three violations would indicate your involvement in QAPI and follow up with that committee for audits or assuring ongoing compliance.
 - What involvement, if any, did you receive from other resources
- What training or education did you provide?
- What did you do to help the family and resident recover from this situation?

Minn. Rule 6400.7095 (www.revisor.mn.gov/rules/6400.7095)

3

MINNESOTA RULES

6400.7095

as defined in Minnesota Statutes, chapter 152, and this abuse or dependency has negatively affected the performance of the individual's duties; or

Y. has failed to meet the requirements of part 6400.7030 when mentoring an assisted living director in residence during the field experience.

Subp. 2. **Actions.** If grounds for disciplinary action exist under subpart 1, the board shall take one or more of the following actions:

- A. refuse to grant a permit;
- B. refuse to grant or renew a license;
- C. revoke a license or permit;
- D. suspend a license or permit;
- E. impose limitations or conditions on a license or permit;
- F. censure or reprimand the licensee or permit holder; or

G. refuse to permit an applicant to take the licensure examination or refuse to release an applicant's examination score.

Subp. 3. **Considerations.** In determining what action to take under subpart 2, the board shall consider:

- A. the responsibility and response of the individual prior to, during, and after the occurrence warranting disciplinary action under subpart 1;
- B. extenuating circumstances;
- C. repeated complaints against the individual; and
- D. the severity of or the potential of harm to residents.

Statutory Authority: *MS s 144A.20; 144A.21; 144A.22; 144A.23; 144A.24; 214.06*

History: *45 SR 1073*

Published Electronically: *June 4, 2021*



- Not updating change of the LALD or legitimately being the LALD onsite
(5 days to update the Director of Record).
- Not applying for a shared license within 15 days of designation
(pay fee and sign agreement).
- Any crime, terminations for cause, professional boundaries with residents and staff.
- Failure to respond to regulators that require outside consultants to guide the modification in care delivery.

Additional Reminders

- Owner versus LALD - Responsibility to advocate for the care of the residents and while staying in compliance.
- Advocate for the resident with your LALD hat blended with keeping the ownership content.
- Be visible and present to residents, families, and staff – success comes from being engaged and part of the solution (Quality Improvement processes).
- Listen to others.
- **YOU are the LALD!**



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EMAIL: beltss.hlb@state.mn.us
WEB: <https://mn.gov/boards/nursing-home/>

Renewals will open on May 1, 2023

The board has moved to an electronic communication platform for licensees. Please remember to update your contact information, including email address, mailing address and telephone number. For email, it is recommended you use a personal email account, or a email you check frequently. Licensee should use the [BELTSS Online Portal](#) to update their contact information.

Important Changes to your 2023-2024 Renewal

- If you are an Administrator of Record, you must have an active license to operate a Minnesota Skilled Nursing Facility (CMS) on July 1st 2023.
- Online Licenses Renewals will be available from May 1st to June 30th.
- Licensees should expect their license information to update in the [BELTSS Online Licensee Search](#) within 30 minutes of renewing their licenses.
- Licenses not renewed by June 30th 11:59 PM are considered **expired**.

Late Renewals

Late Licenses renewals will be available online from July 1st to August 31, 2023.

- Sign Up for updates:
[Minnesota Board of Executives for Long-Term Services and Supports \(govdelivery.com\)](#)
- Newsletters are sent from
MNBELTSS@public.govdelivery.com
- Make sure to check your spam/junk folders

Thank You!

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LALD and the Survey Process

Amy Hyers | Regional Operations Manager

144G.10 Subd. 1a. **Assisted living director license required.**

Each assisted living facility must employ an assisted living director licensed or permitted by the Board of Executives for Long Term Services and Supports (BELTSS)

- ✓ Is the individual licensed?
- ✓ Are they named as the Director of Record?

Other considerations:

- ✓ Do they demonstrate knowledge and oversight of the facility?
- ✓ Are they overseeing other sites?



Education Requirements in ALFDC

144G.82 Subd. 2. 2. **Additional requirements.**

(b) The assisted living director of an assisted living facility with dementia care must complete and document that at least ten hours of the required annual continuing educational requirements related to the care of individuals with dementia.

- ✓ Medical management of dementia.
- ✓ Creating and maintaining supportive and therapeutic environments for residents with dementia.
- ✓ Transitioning and coordinating services for residents with dementia.





Questions?

Thank You!!!

Daphne Ponds | State Executive Operations Manager, OHFC Director

Amy Hyers | Regional Operations Manager

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